

**Provo City School District**  
**Policy Series 4000: Curriculum, Instruction & Assessment**



4040 P1

**Professional Development for Educators: Providing Lane Change Credit for Professional Development**

District educators may offer professional development opportunities to colleagues. When such courses are of sufficient length and rigor, they may qualify to provide district lane change credit. In order to offer district lane change credit for professional development, the sponsor of the course must receive approval from the Instructional Council prior to the start of the activities.

Educators may request the Instructional Council to consider their professional development course for district lane change credit by submitting a digital application at least two weeks prior to the beginning date of the course. The application is found on the Teaching and Learning website in the Professional Development section (link at <http://bit.ly/2pC5rXh>).

Applications must include:

1. A descriptive outline of the course
2. A schedule of the meeting dates, times, and locations
3. Course readings
4. Classroom/teaching application assignments
5. Participant lesson plan requirements
6. A plan to track evidence of implementation
7. Instructor's professional vita/resume

The Instructional Council's criteria for approval are:

1. Alignment of content to district goals and the district improvement plan
2. Rigor of course
3. Expertise of instructor
4. Probability of use/implementation of course content

Adopted: April 18, 2017